



Name of Temporary Worker:.....

Current Place of Work:.....

Holiday Dates From:.....

To:

Total Number of days you wish to claim:

IMPORTANT INFORMATION

- The holiday year runs from 1st August until 31st July each year. Temporary Workers are entitled to 24 days paid holiday per year, provided that this has been accumulated. The minimum holiday that may be taken is ½ a day (0.10).
- Please note that you will only be able to claim for holiday pay providing that you have provided Freedom Recruitment with a minimum of one weeks notice.
- We are unable to backdate any holiday pay.
- We are unable to issue holiday pay if we are not informed of your absence.
- We are unable to issue Sick pay from your holiday entitlement.
- Please note that under the restrictions of the Working Time Regulations 1998 no payments can be made in lieu of annual leave (except on termination of employment) and that no holiday can be carried over from one year to the next.
- Bank Holidays are not automatically paid and need to be claimed as holiday if required.
- Accrued holiday pay entitlement is shown on your payslip as Annual Leave Due and is shown as follows: 0.10 – Half Day, 0.20 1 day, 0.30 1.5 days, 0.40 2 days, 0.50 2.5 days, 0.60 3 days, 0.70 3.5 days, 0.80 4 days, 0.90 4.5 days or 1.00 5 days.
- The amount of holiday pay paid is dependant on your previous 12 weeks earnings, and the calculation is based on the average number of hours worked, and the average wage paid. This calculation includes zero weeks (i.e. if you don't work for a week, that week counts as one of your 12 weeks but at zero pay). It is therefore always best to claim your holiday pay as soon as possible after your last period of work, as after 12 weeks your accrued pay will have diminished to zero.

Temporary Worker Signature:.....

Consultancy Authorisation:.....

Date:

